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From: **Rachel Farris** <[icrc-rachel.farris@austintexas.gov](mailto:icrc-rachel.farris@austintexas.gov)>

Date: Thu, Jul 18, 2013 at 7:02 PM

Subject: ICRC Executive Position - Now Live on JobScore

To: [Jawana.Gutierrez@austinenergy.com](mailto:Jawana.Gutierrez@austinenergy.com)

JJ,

[Please post this publicly and forward to my fellow Commissioners as soon as possible.]

I wanted to give you an update on the Executive Director posting. I will cut to the chase: It is now live on the JobScore site. My utmost thanks to Commissioner Harrow for her timely turnaround on the final draft of the job description, as well as JJ Gutierrez's efficient onward forwarding of messages, without which we would surely find ourselves in a communications quagmire. I also would like to extend my sincere thanks to the rest of the ICRC Commissioners for your insights and collaboration on approving this step forward. Finally, I appreciate the public input we have had on this matter from a variety of sources, and look forward to continued discussion as we begin our hiring deliberations.

A few key items I would like to mention:

**WHERE TO SEE THE JOB DESCRIPTION AND/OR APPLY FOR THE JOB:**

The "want ad" can be found on the following URL (you may want to bookmark this link):  
<http://www.jobscore.com/jobs/icrc/>

To apply, simply navigate to the above URL, click on the blue "Executive Director - Redistricting Commission" link, and then click on the green "APPLY NOW" button at the bottom of the page. Applicants will then be prompted to upload a resume or copy & paste a resume in an open text box. There is also the option (and, for the purposes of our job description, the requirement) to include a cover letter. Applicants will need to also include their references and application questions/answers in this section. Alternatively, candidates can attach the references and application questions to their resume file and upload them there. I have seen both done before.

Please note that as we add additional jobs, they will appear on the link above. For example, should we move forward with posting a job description for legal counsel as Vice Chairman Costello suggested at our last meeting, it would appear below the Executive Director posting at the link above. Candidate resumes and applications would be sorted separately from the Executive Director applications within the JobScore portal system, so there would be no confusion.

I would also like to point out that JobScore offers a way for people to submit their resumes to the "talent network" of the Commission. For example, should someone be interested in working for the ICRC but in a different role than Executive Director, they can click the "Don't see the right job? Join City of Austin Independent Citizen's Redistricting Commission's Talent Network." link on the bottom right of the portal. We could pull from this pool of resumes (if so desired) for

other positions. Obviously this would be something we would need to discuss as a Commission and determine at a meeting as to whether or not we would want or need to do this.

**WHERE THE JOB IS "ADVERTISED":**

Commissioner Harrow will need to send the link to the organization she proposed at the last meeting. I presume that, once this link becomes publicly available, it will be posted elsewhere by various people. I will also be sending, via separate email, some HTML code to JJ to forward on to the web team at the City of Austin. They should be able to drop this HTML code onto the ICRC webpage so that the job can be accessed from that page as well.

**HOW TO VIEW CANDIDATE APPLICATIONS:**

Through the JobScore portal, all 14 commissioners as well as Staff Liason JJ Gutierrez have been set up as JobScore users. Ms. Gutierrez requires an account so that she can publicly post resumes. However, she has no access to be able to delete or modify applications. This evening, Commissioners should have received an email at their ICRC email address (provided to me by Ms. Gutierrez) from JobScore inviting them to log in using their ICRC email address and create a password. From there, you will be able to view candidates for the posting. If necessary, I can take some time at the next meeting to do a quick training on JobScore. If you did NOT receive an invitation from JobScore, please let JJ know as soon as possible so she can let me know and I will have JobScore resend the invitation.

Should anyone have any questions, please direct them to Ms. Gutierrez so that she may handle them accordingly and forward on if necessary. I look forward to a fair and open hiring process in accordance with the spirit and mission of the ICRC City Charter!

Best regards,

Rachel Farris  
ICRC Commissioner